



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
TEMPORARY USES

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.

Did this project have a Pre-Application meeting with the Technical Committee? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **June 2006**.

I. APPLICABILITY/BACKGROUND

Temporary uses are those which conform to the provisions outlined in Redmond Community Development Guide Division 20F.40.170, Temporary Use.

II. GENERAL

The applicant shall check each item below to confirm these items are included in the application submittal package:

- ___ A. Completed General Application Form and Project Contact Form.
- ___ B. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- ___ C. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 ½" x 11 sheet of paper
- ___ D. A completed SEPA application form
- ___ E. Description of proposed activity including proposed use, type of structure, and duration of proposed use.
- ___ F. Description of existing land uses and structures adjacent to subject property.
- ___ G. Completed SEPA/CAO Fee Worksheet
- ___ H. Ten (10) copies of a site plan, drawn to scale, showing location of existing structures, storage, streets, access, parking, signs, garbage enclosures, and utility easements.
- ___ I. One (1) 8 ½" x 11" reduced site plan suitable for public notice purposes.
- ___ J. Ten (10) copies of the proposed landscape plan identifying type, size and species of proposed planting together with size, species and location of all trees 4 inches or greater that will be removed.
- ___ K. Ten (10) copies of elevations, drawn to scale, of proposed structure/s.

____L. Sign elevation, sizes, colors, proposed lighting, tie downs and location. The regulations governing temporary use signs are as follows:

Temporary signs relating directly to allowed temporary uses under these regulations may be permitted for a period not to exceed the operation of the use. The signs need not be processed through the Design Review Board and are subject to the following requirements:

- Signs must be portable in nature and placed on premise (no off-premise signs are permitted).
- No more than one sign per temporary use shall be permitted, except by virtue of having been in consistent operation prior to the existence of this ordinance, and due to the fact numerous individual operators participate in the operation, the open air crafts and farmer's market commonly known as the Saturday Market, shall be allowed two signs.
- No sign shall exceed 32 square feet total of all sign faces.
- Maximum sign height shall be eight (8) feet.
- Signs shall not be portable reader board types, electrical or neon. Only indirect lighting is allowed.
- Signs shall be secured with an approved tie down.
- Signs shall be approved by the Planning Director with the Temporary Use application.

____M. If the project is located within a floodplain, you must provide the Base Flood Elevation.